

NEWS



County Women's Network

March 2007

Job Goals for Every Age

In Your 20s: Establish a positive work record

Relax -- you don't need to know exactly what you're going to do with your life just yet. It makes sense to explore your options at this early stage of your working life, as long as you build skills and make contacts along the way.

What is essential during this decade is to establish a good work record. The people you work with ... in your early years could become life-long supporters, mentors and references for years to come. So building a good reputation is important even if you don't see yourself sticking in your current job for long.

In Your 30s: Focus on becoming a leader

People often enter their first management positions in their 30s, and the switch from being a worker-bee to a leader-in-training ... [requires] a change in mind-set.

The goal here is to get recognized for all you have done, and parlay that into a more focused path. Document your accomplishments so that when it comes time for annual reviews, you have proof of your hard work and leadership experience (or potential).

In Your 40s: Re-examine your definition of success

In this decade, you should be very serious about your earning power and [set your sights on] top roles that could potentially be yours now or in the next decade.

This is also the time of midlife crises. This decade is a good time to take stock of the direction your career path is headed and to evaluate your work-life balance. What will make you feel successful? Occupying a high-level position within your company or field? Reaching your full earning potential? Having the flexibility to spend more time with your family? Retiring early? Re-examine your definition of success and adjust your career path accordingly.

In Your 50s: Envision your future

People are usually well established now and peeking over the horizon to retirement. Even if [retirement] is not immediately eminent, you should be setting yourself up now for what you want in the future.

Set a tentative timetable for the working years ahead. No matter what you see in your future -- whether it's retirement, a second career or more years on your current career path -- it's important to be aware of your financial savings and investments. Understand your vision of the future and be sure you've planned for as many unforeseeable twists as possible.

March 2007



Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3 <i>National Anthem Day!</i>
4	5	6	7	8 <i>International Women's Day</i>	9 <i>Thank</i>	10
11 <i>Change Clocks</i>	12	13	14	15	16	17
18	19	20	21 <i>CWN Meeting</i>	22	23	24
25	26	27	28	29	30 <i>Court Holiday</i>	31

Daylight saving time (DST) for the United States and Canada will transition in spring of 2007 to comply with the United States Energy Policy Act of 2005. DST dates will start **three weeks earlier** (second Sunday in March) and will end one week later (first Sunday in November).

Job Goals (continued)

In Your 60s (and beyond): Reap what you've sown

You've worked hard, and perhaps you have no plans to slow down now. Whatever the future of your career path looks like at this point, your goal should be to enjoy the fruits of your labor.

This is a time when you should look for some final educational goals that you might have missed out on. Or plan to take advantage of all that your employer can offer in terms of opportunity -- education,

travel, maximum financial benefits, a final promotion -- whatever the case may be. It's the 'reap what you've sown' time."



Employee Appreciation Day Friday, March 9, 2007



Ideas for Employee Appreciation Day

What a supervisor (or a group of supervisors) can do:

- Medium/Large Office: Pizza Party with salad; Juan Pollo with all the fixins'; Panda Express; Rosa Maria's/Amapola; Subway. *Remember soft drinks and water*
- Any Size: Bagels, muffins or donuts
- Very Small: Gift cards
- Any Size: Present certificates to staff for a job well done
- Any Size: Make it a *week-long event* by bringing in snacks each day (i.e., chips/dip/salsa; fruit; flavored coffees; a variety of juices; pies, etc.). Use your imagination!



Picking Passwords

If your password is "password1", abc123, myspace1, password or blink182 — then you're not alone. These are the 5 most common passwords.

The average password is 8 characters long and 81% of those consist of both letters and numbers. Only 3.8% of passwords are a single word found in a dictionary, another 12% are a word plus a final digit and two-thirds of the time, that digit is 1.

March Featured Speaker



Activist, author and speaker, Zoe Nicholson presents her story about the 1982 fast for the Equal Rights Amendment. Leading you through living history with slides and actual documents she shares her intimate diary about joining with 6 women to live on water only for 37 days in Springfield, Illinois. Historical and inspiring, she speaks from the heart with intimacy and humor.

This is a rare opportunity to actually meet and talk with a woman who made history, who was present when the ERA failed and continues to carry the torch for EQUITY.

Seminar Highlights

On Tuesday, February 13, I attended the Seminar: **Leadership & Management Skills for Women**. I attended with CWN member Martha Guillen-Morgan, who also won the CWN Scholarship drawing.

Under the Section-Project Credibility and Earn the Respect You Deserve, there was a section on how there are two types of networks that a women can use as a powerful tool: One that offers resources for career aid, and one that offers support. Martha and I did a brief presentation on CWN. One of the participants from LA County asked me for more information. They have an organization called Women's Council that is similar to CWN, but has only been around for 2-3 years. There were extremely interested in more information.

The Seminar was excellent! I would highly recommend it to any women who is considering a leadership position, or whose position works in close consultation with decisions made by a woman manager.

Again, I thank CWN for the opportunity to attend such an outstanding seminar!!!

~ **Pearl Holliday**

Congratulations to Ms. Sharon Hamrick, Court District Manager on her retirement from the Superior Court after a career of 27 years.

Sharon was a CWN member and also served as a Mentor. Best wishes for a long and happy retirement!



Welcome New Member

Stephanie Sambrano,
Department of Behavioral
Health



**CWN's half-price
membership drive
will expire soon.**

**Don't let your friends
miss out on all that
CWN has to offer!!
Pass along the
attached
membership
application today!**

Meetings Done Right!

If you ask someone at work what the biggest waste of time is — “meetings” are likely to be the response. Knowing how to minimize the biggest blunders is one way to keep them in check

Be on time. Being late shows that you are either disorganized or do not care

Come prepared. Know what is going to be discussed, and have your comments, questions and/or suggestions ready.

Share the conversation. This is not about you. Let others contribute and encourage them to do so.

Make statements instead of asking questions. Questions cause discussion. Statements are for contemplation.

Watch for mood signals. Yawns, stretching, blank stares are indicators that things are off track. Get them back on track or finish the meeting.

Do not get intimidated. If someone appears confrontational, stop him/her in their tracks and ask to have the conversation at another time.

Turn off the cell phone. Rude. Rude. Leave it at your desk. If there is a dire emergency, someone in your office will know how to find you.

Keep to the topic. Avoid the tendency to start talking about something else. This will put the meeting into overtime quickly.

No food. This includes candy, gum and snacks. Unless it is a brown-bag lunch

meeting, of course. A bottle of water is okay. The noise of wrappers/bags could become distracting to other attendees.

Attend unless there is an emergency. Always attend if someone higher than you is the originator of the meeting. If a peer or subordinate calls the meeting, attend if there is benefit to you by hearing what may be discussed, or benefit to others by them hearing your thoughts.



Checking Job Openings?

Are you regularly checking the county, court, city and county school websites for new job opportunities? It's a good idea to do so. Why? To see what's available—you never know, there could be a job out there that you're qualified for and with a higher salary. Don't sell yourself short.

SB County: www.sbcounty.gov

Court Jobs: www.sbcounty.gov/courts, then click on Employment Opportunities.

SB County Schools:

www.sbcss.k12.ca.us, then click on Employment and Careers

SB City Schools:

www.sbcusd.k12.ca.us, then click on Employment

State Personnel Board: www.spb.ca.gov

“The County Women's Network helps groom lower- and midlevel county workers by matching them with mentors who encourage them and offer career guidance”, said Melonee Vartanian, its president.

Excerpt from recent article in the Press Enterprise, “No Glass Ceiling”

Child Care Opportunity!

Teddy Bear Tymes currently has openings for child care, serving children from 6 weeks through 6 years of age.

Teddy Bear Tymes is a non-profit organization established in 1987 by County employees and is located at the County Gilbert

Street Complex. For more information contact Teddy Bear Tymes at (909) 387-0550.



Tuition Discount for County and Court Employees



Life Line Screening is available on Wednesday, March 21, 2007 in the high desert area. This screening includes a low cost non-invasive Ultrasound vascular test and osteoporosis screening. Contact Life Line Screenings at 800-643-6075 for more info and to pre-register.



Upcoming Events

April 11—Desert Region Fashion Show at PERC. Contact JoAnn Burns via the global e-mail for more info. You won't want to miss out on all the great fashion finds. Cash, checks and credit cards accepted.

April 18—CWN Monthly Meeting. *My Health Matters*. Earn free gift cards through your health insurance provider for healthy living. *Bring a guest to this one!*

April 24—West End Region Meeting. Details still being firmed up. Contact Angie Moxey via the global e-mail for more info.

May 16—CWN Annual Training Day. Mark your calendars. You won't want to miss out!

June 20—CWN Mentoring Graduation. The protégés and mentors have worked hard. Come show your support.

July 18—CWN Monthly Meeting. *Financial Planning Program*.

PROMOTING ME!



Congratulations to Laura Ebel on her promotion to Child Support Officer.

Congratulations to Vana Olson on her appointment to County Public Works Director.

Volunteers are needed to help plan our 3rd Annual Golf Tournament. In order to make this the best event possible, we need to start planning early!



Contact Alice Lopez via the global e-mail or at 909-387-0134 to sign up for a committee. Recruit a friend to come with you.

Court Volunteer Program



Volunteers play an integral role within the Superior Court of San Bernardino. If you want to make a contribution to your community, check out the Court locations in your area: [Barstow](#), [Big Bear](#), [Chino](#), [Fontana](#), [Joshua Tree](#), [Needles](#), [Rancho](#), [Redlands](#), [San Bernardino](#) and [Victorville](#).

Volunteers must be 18 years of age. Volunteers assist in a variety of ways:

- Providing general office support.
- Performing a variety of clerical tasks.
- Working in the Guardianship Assistance Program (GAP).

If you are interested in volunteering, fill out both applications found on the court website – www.sbcounty.gov/courts

The courthouses offer a wide-variety of volunteer opportunities to fit your level of interest and schedule. Volunteers will be trained by Court staff.

Prospective volunteers must be fingerprinted and pass a drug test before being accepted.

To speak with the volunteer program administrator, call 909-387-6834.

New Board Member

Please welcome Ms. Carol Marshall to the CWN Board as Director of Memberships. She fills one of three vacancies available on the Board.

Welcome, Carol!

NOTE: *The positions of Director of Community Services and Director of Programs are still available. Contact Melonee Vartanian via e-mail if you are interested in serving on the CWN Board.*

The following 10 CWN members were selected by random drawing to attend the March 6, 2007 **GET MOVIVATED** seminar the National Orange Show. Congratulations!

- Helen Allen, Superior Court
- Angela Grisafe-De La Rosa, Assessor
- Frances McLeod, Registrar of Voters
- Shannon Popoff, Behavioral Health
- Yvonne Pritchard, Superior Court
- Roberta Rios, HSS
- Kimberly Scribner, Public Works
- Cassandra Thompson-Jervis, County Schools
- Renee Urquidez, Assessor
- Gloria Zapata, Public Health



Meeting Location News



For several months, the CWN Board has been searching for an alternative location to hold our meetings which is of sufficient size for our group.

Your president, Melonee Vartanian mentioned our need for more space to Mr. Bob Blough, General Manager of SBPEA and guess what?? He has graciously agreed to purchase more tables and chairs to keep our group meeting at SPBEA and which will accommodate a group of 150 people!

He enjoys our meetings being held there. This is wonderful news for our organization.

If you see (or know) Bob, please offer him a sincere thank you for his generous offer. It is only through this that we will continue to hold our meetings at SBPEA.

As you may have noticed, the CWN Board has attempted different lunch options for our San Bernardino Meetings and unfortunately, we've encountered difficulties.

Beginning in March, CWN will be using **La Copa Express** to provide lunch at our San Bernardino meetings. They offer great tasting food and they

deliver! *Details on menu selections and pricing will be available shortly.*

Cookies and drinks will still be available to all members and guests free of charge.

Both Joel (the owner of La Copa Express) and the CWN Board are very excited to begin working together.

If you eat lunch at La Copa Express, mention to Joel that you look forward to his catering our monthly meetings.



CONTACT US

Melonee Vartanian, President

cwnprez@yahoo.com

Alvina Hollensbe,

Director of Publicity

cwn.newsletter@yahoo.com

Membership:

Chris Garcia,

cgarcia@wdd.sbcounty.gov

Carol Marshall,

cmarshall@pd.sbcounty.gov

Programs:

Michelle Brass,

mbrass@dbh.sbcounty.gov

~ Get to know your Organization ~

*Each month there will be a trivia question about CWN in the monthly newsletter. If you know the answer to the question, e-mail your answer to cwn.newsletter@yahoo.com by March 19, 2007 with **"TRIVIA"** in the subject line.*

The first member with the correct answer wins!! Winner announced at the March meeting. Must be present to win.

If there is more than one correct answer submitted, a drawing will be held among those members submitting the correct answer to determine a winner.

A \$10 Souplantation Gift Certificate is the prize!

March Trivia Question

What do the letters "NEWS" in the CWN Newsletter stand for?



CALL FOR ARTICLES: Share something special about your Mom; words of wisdom she's shared with you, great memories or a funny story. To be published in the May NEWSletter. Send to cwn.newsletter@yahoo.com by April 25, 2007

Creativity 101

1. Praise others for new ideas, and stay away from negativists—it's contagious. Optimism promotes innovation.
2. Spend at least one lunch period every other week outside the office, in a setting you wouldn't normally choose; you can have a picnic, browse in a bookstore, go to a museum.
3. Give yourself some "creative doodling toys" by keeping many colors of sticky notes, folders, markers, etc.
4. When you are working on something difficult, play some classical music in the background.
5. Go out of your way to relate to a broader array of people and to get diverse views. Diversity is variety and variety breeds creativity.

Cell Phone Donations

To date CWN members have turned in 49 cell phones—which equates to over \$73 back to our organization. WOW



This fundraiser is on-going. If you or someone you know will be renewing their cell phone calling plan and buying a new phone — why not donate the old phone to CWN? Bring your old cell phones to any meeting.



County Women's Network Membership/Renewal Application

Date: _____ Employee #: _____ Phone: _____ Mail Code: _____
Name: _____ Title: _____
Department: _____ E-Mail Address: _____
Occupational Unit: _____ Region: ☐ Central ☐ West End ☐ Desert
Mailing Address (for those without e-mail): _____

☒ **New Membership** or ☐ **Renewal** (Due annually by July 1 - Delinquent after September 30.)

TYPE OF MEMBERSHIP: ☒ **Regular (Voting)** County Board-Governed employees, SANBAG, LAFCO, SB County Schools, & the Superior Court of California-County of San Bernardino
☐ **Associate (Non-Voting)** All others supporting CWN's objectives: City employees, private industry, retirees, students, etc.

DUES: Based on annual income. (Check 1 Year or 2 Year option **and** annual income range.)

☐ 1 Year ☐ \$55 (\$50K +) ☐ \$45 (\$40-49,999K) ☐ \$35 (\$30-39,999K) ☐ \$25 (\$29,999K or less)

☐ 2 Year* ☐ \$105 (\$50K +) ☐ \$85 (\$40-49,999K) ☐ \$65 (\$30-39,999K) ☐ \$45 (\$29,999K or less)

Members joining between January 1 and April 30 shall be assessed one-half the annual dues.

**The 2 Year option is only available to those joining or renewing prior to September 30.*

I am interested in serving on the following committee(s): _____
(Scholarship, Programs, Special Projects, Bylaws, Membership, Nomination/Elections, Newsletter)

NEW Members: How did you hear about CWN? (Please check one):

☐ New Employee Orientation ☐ Dept Bulletin Board ☐ Referred by: _____
☐ CWN Website ☐ Other: _____

DISTRIBUTION: Keep a copy of this application for your records

Send original application with payment to: 0046-WDD / Admin, **Chris Garcia** (interoffice) or mail to Chris Garcia at Workforce Development Department, 215 North D Street #301, San Bernardino, CA 92415-0046

REIMBURSEMENT OF DUES:

After you receive your CWN receipt of payment, complete an Education Assistance Proposal (EAP). Attach the original payment receipt and a copy of this application to the EAP. Submit paperwork to your Department for approval. Forward to the Auditor/Controller-Accounts Payable. Once approved, you will receive a check from the Auditor/Controller.

FOR CWN USE ONLY

Membership: Date Received: _____ Computer: _____ Receipt Issue: _____
Finance: Date Received: _____ Check/Receipt: _____

For more information, visit our website at <http://countyline/countywomensnetwork> (Intranet)
<http://www/cwn> (Internet) or call **Chris Garcia, (909) 387-9862**